

SPAWARINST 12610.1
SPAWAR 00A-HR
2 Jul 02

SPAWAR INSTRUCTION 12610.1

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWAR TELEWORK PROGRAM

Ref: (a) Public Law 106-346, section 359
(b) DoD Telework Instruction of 26 Oct 01
(c) DoD Telework Guide
(d) 5 U.S. Code sections 7101-7135

Encl: (1) Telework Agreement
(2) Telework Home Worksite Safety Checklist
(3) Proposed Telework Plan

1. Purpose. This instruction implements references (a) and (b), requiring Federal agencies to establish telework programs in which eligible employees may participate to the maximum extent possible without diminished performance.

2. Scope. The policies stated in this instruction apply to civilian employees of SPAWAR headquarters. Subordinate commands, Program Executive offices and other field activities will implement their own procedures consistent with this instruction and references (a), (b) and (c). All organizations will satisfy their obligations under reference (d) before implementing this instruction with respect to employees who belong to collective bargaining units.

3. Definitions

a. *Ad hoc telework* means pre-approved telework performed on an occasional, one-time, or irregular basis, including telework of less than one day per pay period.

b. *Alternate worksite* means a place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a U.S. Government telecenter, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.

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c. *Regular and recurring telework* means an approved work schedule under which an eligible employee regularly works at least one day per biweekly pay period at an alternate worksite. Telework is considered to be regular and recurring, not ad hoc, if it is approved for a period of 30 calendar days or more.

d. *Eligible employee* means an employee who meets the criteria established in paragraph 5 of this instruction for participation in the telework program.

e. *Eligible position* means a position the duties of which meet the criteria established in paragraph 5 of this instruction for performance via telework.

f. *Telecenter* means a General Services Administration telecenter.

g. *Telework* means any arrangement in which an employee performs officially assigned duties at an alternate worksite on either a regular and recurring, or an ad hoc basis. It does not include work while on official travel.

h. *Traditional worksite* means the location where an employee would work absent a telework arrangement.

4. Policy

a. The maximum number of positions will be identified as eligible for regular and recurring telework, consistent with the effective performance of the SPAWAR mission.

b. The maximum number of employees who meet the criteria specified in paragraph 5 of this instruction and occupy positions identified as eligible for telework will be permitted to telework.

c. Every arrangement for regular and recurring telework will be subject to a written telework agreement executed in accordance with this instruction and in the format of enclosure (1).

d. Every telework arrangement is subject to termination at any time at the will of either management or the employee. Management will give an employee as much notice as is

practicable before terminating the employee's telework arrangement.

e. Employees may be approved to participate in both compressed work schedule and telework programs.

f. Telework may be used for supervisory-approved web-based distance and continuous learning.

g. Ad hoc telework is subject to supervisory pre-approval in each instance.

h. Telework is not a replacement for appropriate dependent care arrangements.

i. Consistent with DoD security and information technology policies:

(1) No classified documents (hard copy or electronic) will be taken by teleworkers to alternate work sites. Nor will any classified information be prepared or discussed at the alternate work site.

(2) Regular and recurring telework arrangements that involve sensitive unclassified data (including Privacy Act data), or For Official Use Only (FOUO) data, will require Government-furnished computer equipment, software, and communications, with appropriate security measures. The necessity and availability of Government-furnished equipment will be a factor in management's determination of whether to approve a particular telework arrangement. Sensitive unclassified data is any data that has not been officially authorized for release to the public, whether or not it has been marked with any warning notices or distribution controls.

(a) SPAWAR will arrange for and fund all installation, service, and maintenance of Government-furnished equipment. DoD remote access software may be installed onto Government-furnished computers to enable access to DoD systems and networks.

(b) Government-furnished equipment must only be used for official duties. Family members and friends of teleworkers are not authorized to use any Government-furnished equipment.

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(c) Teleworkers must return all Government-furnished equipment and materials to SPAWAR at the conclusion of the telework arrangement or upon management's request.

(3) Telework arrangements may provide for employees to use their personal computers and equipment for work on non-sensitive, unclassified data (data that has been officially authorized for release to the public) consistent with DoD policy. Personal computers may not access DoD systems or networks remotely. The employee is responsible for the installation, repair and maintenance of all personal equipment.

(4) Teleworkers are responsible for the security of all official information, protection of any Government-furnished equipment and property, and carrying out the SPAWAR mission at the alternate worksite. Teleworkers must ensure that there is no access by unauthorized personnel (to include family members) to Government issued equipment and property and to information that has not been officially approved for release to the public.

j. Teleworkers are responsible for all costs of home maintenance, insurance, utilities, and any other operating costs associated with using their personal equipment or residence for telework. The Government is not liable for damages to the teleworker's personal or real property while the teleworker is working at the approved alternate worksite, except to the extent the Government is liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Teleworkers are covered by the Federal Employees Compensation Act when injured or suffering from work-related illnesses while conducting official Government business.

k. Telework arrangements utilizing the employee's home as the alternate worksite will include the safety checklist at enclosure (2) completed and signed by the teleworker.

l. Time spent in a telework status shall be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Overtime policies that apply to employees working at a traditional worksite apply to teleworkers. Compensable overtime work performed by teleworkers without prior supervisory approval may be cause for administrative discipline.

m. Teleworkers remain bound by DoD standards of conduct while working at the alternate worksite.

n. Management may require teleworkers to report to the traditional worksite on scheduled telework days based on operational requirements.

o. Teleworkers must satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

p. Telework may constitute a form of reasonable accommodation under section 501 of the Rehabilitation Act of 1973, 5 U.S. Code section 791.

5. Eligibility for Regular and Recurring Telework

a. *Eligible positions* are those involving tasks and work activities that are portable, do not depend on the employee's presence at the traditional worksite, and are conducive to supervisory oversight at the alternate work site. Positions shall not be excluded from eligibility based on occupation, series, grade, or supervisory status. An eligible position may include tasks that are not suitable for telework, so long as suitable tasks comprise a sufficient portion of the overall workload to occupy a teleworker for at least one workday per pay period. Tasks and functions generally suitable for telework include, but are not limited to, thinking and writing, policy development, research, analysis, report writing, telephone-intensive tasks, computer-oriented tasks, and data processing. Tasks and functions requiring the use of sensitive unclassified data or remote access to DoD systems and networks are suitable for telework only if appropriate Government-furnished equipment and security measures are available.

b. *Ineligible positions* are those that do not involve sufficient telework-suitable duties to occupy a teleworker for at least one workday per pay period, as well as those for which a telework arrangement would be unduly degrade or disrupt the employee's ability to meet the official needs of customers and clients, other employees, or the SPAWAR mission. Tasks ill-suited to telework include, but are not limited to, those that are part of trainee or entry-level positions; require daily access to classified information; or require the employee to

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have frequent face-to-face contact with the supervisor, clients, colleagues or the general public in order to perform the job effectively, which cannot otherwise be achieved via electronic mail, telephone, telefax, or similar electronic means.

c. *Eligible employees* are those employees whose demonstrated personal characteristics are well suited to telework, as determined by management.

(1) Such characteristics include, as a minimum, a demonstrated dependability and ability to handle responsibility, a proven record of high personal motivation, the ability to prioritize work effectively and apply sound time management skills, and a proven or expected minimum performance rating of successful.

(2) Probationary employees generally are not eligible because probation is designed to provide supervisors the opportunity to personally observe and evaluate new employees' performance.

6. Eligibility for Ad Hoc Telework. Supervisors will determine the eligibility of employees and positions for ad hoc telework on a case-by-case basis in light of relevant considerations such as those discussed in paragraph 5 above.

7. Responsibilities

a. The Director of Human Resources Programs (00A-HR) will serve as the focal point of the SPAWAR Telework Program, advise management on telework issues within SPAWAR headquarters, and advise subordinate commands and activities on telework issues arising out of their respective organizations.

b. SPAWAR Headquarters employees desiring to telework will:

(1) Read and become familiar with this instruction, including all enclosures.

(2) Complete and submit enclosure (3) to their first level supervisor for review and for further collaborative development. The items addressed in enclosure (3) provide a basis for the formal telework agreement, enclosure (1).

(3) Comply with the terms of any approved telework arrangement.

c. First-level supervisors will:

(1) Publicize the SPAWAR Telework Program.

(2) Assess the eligibility of prospective teleworkers, discuss their findings with the next level supervisor, and communicate the final eligibility determination to the prospective teleworker.

(3) Review, evaluate, and participate in further development of an eligible prospective teleworker's proposed telework agreement.

(4) Submit fully developed proposed telework agreements to the next level supervisor with recommendations for approval or disapproval.

(5) Execute and implement approved telework agreements with the teleworker.

d. Program Directorate Heads/Major Staff Office heads will approve, disapprove or modify proposed telework arrangements for eligible employees.

e. All management officials will consult with their organization's Equal Employment Opportunity Program Manager before making telework determinations related to requests from employees with disabilities for reasonable accommodation under the Rehabilitation Act of 1973.

8. Action. The Human Resources Program Office, Code 00A-HR, is responsible for keeping this instruction current.

/s/
K. D. SLAGHT

Distribution:
SPAWAR List 4

SPACE AND NAVAL WARFARE SYSTEMS COMMAND
PROPOSED TELEWORK PLAN

Instructions to Employees

This form is your opportunity to describe how you and your supervisor can make telework a success. This plan will involve one or more specified days per pay period. It will explain how you can work from an alternate work site without detracting from your performance, your colleagues' performance, or the SPAWAR mission; and it will propose how to measure the success of this endeavor. You know best how to make this work. Your proposal is the starting point for an arrangement to be worked out with your supervisor and approved by higher-level management.

1. THE BASICS

- a. What is your name?
- b. What is your job series, title, grade?
- c. What is your office code and position?
- d. Who is your supervisor?
- e. From where will you telecommute?
- f. What day or days of the pay period will you telecommute?

2. THE WORK

- a. Describe the work you will perform at the alternate work site.
 - (1) What specific tasks will you perform?
 - (2) How will you receive the tasks?
 - (3) To whom will you deliver the results of your efforts?
 - (4) How will you deliver the results of your efforts?
 - (5) With whom will you work on the tasks?

(6) How will you communicate with persons with whom you work on the tasks?

(7) How much time to you expect the tasks to require?

(8) Are the tasks recurring? How often?

b. How will you maintain or improve the timeliness and quality of your work products (including services to others) while working from the alternate work site? What work will not get done on the days you telecommute?

c. How will you ensure that your telecommuting arrangement does not adversely impact the performance of other employees?

3. RESOURCES

a. Does your work require access to official documents and data?

b. How will you access these documents, data, and other information from the alternate work site?

c. How will you safeguard sensitive information from loss or unauthorized disclosure?

d. Describe any computers and telecommunications equipment necessary for you to telecommute.

(1) Do you have this equipment?

(2) Are you willing to obtain it and maintain it at your own expense?

e. Will you be accessible by telephone and electronic mail? Do you have sufficient telephone lines to maintain this accessibility?

4. **THE WORK ENVIRONMENT**

- a. Where is your alternate work site? Describe it.
- b. If applicable, what arrangements will you make for supervision and care of any children or other dependents at your alternate work site during your duty hours?
- c. How long would it take to get from your alternate work site to your SPAWAR office if you had to come in because of an urgent matter?

5. **METRICS.** How can we measure the success of this telecommuting arrangement?

6. **OTHER CONSIDERATIONS.** Provide any other information that may be helpful for evaluating this proposal.

Date: _____

Employee Signature: _____

TELEWORK AGREEMENT

1. BASICS

- a. Name:
- b. Job series, title, grade:
- c. Office code and position:
- d. Supervisor's Name:

2. TELEWORK SCHEDULE

- a. Day(s) of week to telework:
- b. Week(s) of pay period (first, second, both):
- c. Duty hours while teleworking (specify hours of work and lunch break):
- d. Compressed work schedule?
RDO:

3. ALTERNATE WORKSITE

- a. Address:
 - (1) Distance from traditional worksite:
 - (2) Commute time:
- b. Telephone:
- c. Email:
- d. Is this a private residence?
 - (1) Are dependents present during telework hours?
 - (2) Childcare arrangements (if applicable):
- e. Location of work area within the worksite:

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4. TELEWORK TASKS

- a. Identify tasks:
- b. How tasks will be received from others:
- c. How work products will be provided to others:
- d. Name of others with whom working on tasks:
- e. Means of communicating with collaborators:
- f. Method for measuring level of effort and level of production:

5. TASKS NOT PERFORMED VIA TELEWORK

- a. Are there job duties that cannot be performed via telework?
- b. If yes, how will they be managed on telework days?

6. RESOURCES

- a. Do telework tasks require DoD network or system access?
- b. Is Government-issued computer and telecommunications equipment available?

Equipment:

- c. Do telework tasks require access to classified information?
- d. Do telework tasks require access to sensitive unclassified information?
- e. Security measures for sensitive unclassified information:

7. CHANGES TO TELEWORK ARRANGEMENT. The teleworker must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Teleworker requests to change the telework schedule are subject to supervisory approval based on mission requirements. A

permanent change to this telework arrangement will be reflected in a new telework agreement.

8. WORK-AT-HOME TELEWORK

a. The teleworker is responsible for maintaining a proper work environment while teleworking.

b. The teleworker must complete and sign the safety checklist found at enclosure (3) to SPAWARINST 12610.1. Teleworker agrees to give Government representatives access to the home worksite as required during normal working hours to repair or maintain Government-furnished equipment and to ensure compliance with the terms of this telework agreement.

c. The teleworker must designate a suitable area in the home as the official work or office area for performance of official Government business. The Government's potential exposure to liability is limited to this official work or office area for telework purposes.

d. The teleworker acknowledges that telework is not a substitute for dependent care.

e. The Government is not responsible for any operating costs that are associated with the teleworker's using his or her personal residence as an alternate worksite, including home maintenance, insurance, and utilities.

9. OFFICIAL DUTY STATION. The teleworker's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____ [designate the location found on the most recent SF-50].

10. TIME AND ATTENDANCE, WORK PERFORMANCE, OVERTIME

a. Time spent in a telework status must be accounted for and reported in the same manner as if the teleworker had reported for duty at the traditional worksite.

b. The teleworker must satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the teleworker's performance plan.

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c. The teleworker agrees to work overtime only when ordered and approved by the supervisor in advance. Teleworkers who work overtime without such prior approval may be subject to administrative or disciplinary action.

11. SECURITY AND EQUIPMENT

a. No classified documents (hard copy or electronic) may be taken to the teleworker's alternate worksite. The teleworker will not be authorized to create or discuss classified documents at the teleworker's alternate worksite. The teleworker may use sensitive unclassified material, including Privacy Act and For Official Use Only data, only on Government-furnished equipment. The teleworker is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends are not authorized to use any Government furnished equipment

b. The teleworker will not load remote access software into his or her personal computers for official purposes. The employee is responsible for the installation, repair and maintenance of all personal equipment used for telework on non-sensitive unclassified data.

c. SPAWAR is responsible for the maintenance of all Government-furnished equipment. The teleworker may be required to bring such equipment into the office for maintenance. The teleworker must return all Government-furnished equipment and materials to SPAWAR at the conclusion of telework arrangements or at the management's request.

12. LIABILITY AND INJURY COMPENSATION

a. The Government is not liable for damages to the teleworker's personal or real property while the teleworker is working at the approved alternate worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

b. The teleworker is covered by the Federal Employees Compensation Act if he or she is injured or contracts a work-related illness while conducting official Government business. The teleworker will notify the supervisor immediately of any

accident or injury that occurs at the alternate worksite while performing official duties, and will complete any required forms.

13. **STANDARDS OF CONDUCT.** The teleworker acknowledges that he or she continues to be bound by the Department of Defense standards of conduct while working at the alternate worksite, including the use of Government-furnished equipment.

14. **MILEAGE SAVINGS.** The teleworker estimates that the telework arrangement will result in a reduction of approximately ____ miles traveled in commuting per pay period.

15. **TERMINATION OF THE TELEWORK AGREEMENT.** This telework agreement can be terminated by either the teleworker or the supervisor by giving advance written notice. Management shall terminate the telework agreement if the employee's performance does not meet prescribed standard, or the telework arrangement does not meet the organization's needs, or for other reasons deemed appropriate by management.

16. **KNOWLEDGE OF COMMAND POLICY.** The teleworker acknowledges he or she has read and understands SPAWARINST 12610.1, and understands that the policies stated therein apply to, and are incorporated by reference into, this telework agreement.

17. **START DATE.** The telework arrangement covered by this agreement will commence on:

_____ Date: _____

Employee signature

_____ Date: _____

Supervisor signature

_____ Date: _____

Approving Official

TELEWORK HOME WORKSITE SAFETY CHECKLIST

This checklist is designed to assess the safety of the home worksite. The employee must complete the checklist, sign & date it, keep a copy and return the original to their supervisor.

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?

Yes ____ No ____

2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?

Yes ____ No ____

3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?

Yes ____ No ____

4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?

Yes ____ No ____

5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?

Yes ____ No ____

6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?

Yes ____ No ____

Employee's signature _____ Date _____

Employee's name _____ Position _____

Worksite address _____

Telephone number at worksite _____

Supervisor's name _____